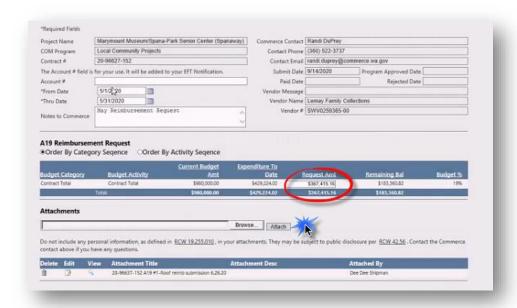
Creating an invoice

Log into CMS and select the executed contract and click in the icon with the green plus sign. Contracts that start with 401 are the state funded contracts and 501 are the federal Cares Act CRF contracts. The "COM Program" will say "COVID-19 Housing Grant."



This will take you to a new invoice screen. Some of the fields will be auto-populated for you. You will see the project name, the corresponding Commerce program and contract number based on the contract you selected to create an invoice for.

You will also see your contract budget categories and activities, if applicable.



A19 Reimbursement Request Section

Enter the request amount in the appropriate budget categories. The state funded contract has budget categories and the federal contract does not.

Attachments Section

Upload the <u>CRF Invoice Activity</u> report here. The CRF Invoice Activity report is only required for the federal contract. There is no required reporting for the state funded contract. If you have trouble uploading a report, try to save the invoice then upload the attachment. You can also email the report to your grant manager.



Expenses over \$1,000 Section

This section refers to a reporting requirement that *does not* apply to these contracts. Check the All Expenses under \$1,000 box.

Save and Submit

Check the box to certify that "the above statement is true" then hit Save and Submit when you are ready.

If you have questions or encounter any barriers to invoicing please reach out to your Commerce contact:

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Andrea Avila Grant Manager andrea.avila@commerce.wa.gov 206.600.0638

Ernie Rasmussen Tribal Liaison ernie.rasmussen@commerce.wa.gov 360.764.3182

More information here: https://www.commerce.wa.gov/serving-communities/homelessness/tribal-government-covid-19-emergency-response-grants/